



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 796.1

Job Title: **INSPECTOR TRAINEE**

Pay Grade: 12

GENERAL SUMMARY:

Performs routine field, clerical and administrative support to enforce required specifications and codes.

RESPONSIBILITIES:

- Collects, processes, invoices, posts and monitors payments, applications and permits.
- Maintains insurance coverage.
- Conducts a variety of inspections (i.e. site, hole, field etc.).
- Prepares and issues notices and certificates.
- Identifies and tags property.
- Conducts and reviews survey results.
- Conducts investigations.
- Interfaces with legal system in providing data and testimony on violations.
- Performs other general office activities as required.

SPECIFICATIONS:

KNOWLEDGE:

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. May require valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Depending on area of work, either:

Six months of experience in interpretation of plans and specifications in the construction industry,

OR

Six months of experience in residential construction, remodeling or appraisal.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Inspector Trainee
Community Service Inspector
Inspector
Senior Inspector or Multi-Discipline Inspector
Assistant Chief Inspector
Chief Inspector

Effective: October 1990

Revised: June 1995